

Position Vacancy Announcement

U.S. EMBASSY, MEXICO



NO: 09/01

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: **A31-206 VISA SECRETARY, FSN-6, FP-8**

OPENING DATE: January 26, 2009

CLOSING DATE: February 9, 2009

WORKING HOURS: Full-time; 40 hours/week (7:30 a.m. to 4:30 p.m.)

SALARY: *Not-Ordinarily Resident: Starting Salary and Position Grade FP-8 to be confirmed by Washington.
*Ordinarily Resident: \$166,809.48 pesos per year (Starting salary) (Position Grade: FSN-6)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

ELIGIBLE FAMILY MEMBERS AND MEMBERS OF HOUSEHOLD MUST HAVE AT LEAST SIX MONTHS REMAINING TO THEIR TOUR OF DUTY TO APPLY FOR THIS JOB AND RESIDE AT POST WITHIN 30 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT.

The U.S. Consulate in Merida is seeking an individual for the position of Visa Secretary in the Consular Section.

BASIC FUNCTION OF POSITION:

The employee will implement and maintain a system for tracking general correspondence, inquiries, and responses. As such, he/she must monitor the Consular Merida e-mail box and written inquiries and respond appropriately. Incumbent provides assistance to the Consular Section Chief on reviewing passports and other documents presented for processing by the Mexican governments or diplomatic community. In addition, he/she will assist the Consular Section with general office duties such as receiving and making phone calls related to visas or American citizen services; will keep track of time and attendance, will prepare documentation and make arrangements for official travel of consular employees.

QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- High School is required.
- At least three years experience on customer service areas and performing standard secretarial duties.
- Level III (fluent) English and Spanish Level IV (oral/written) is required.
- Strong communication and interpersonal skills. Good judgment and the ability to work well under pressure.
- Computer skills are required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving on probation are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
6. In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security clearance. Until further guidance is received from the Legal Office of the State Department, EFM's will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

TO APPLY:

Interested applicants for this position must submit the following or the application will NOT be considered:

1. Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- TOEIC Standard Testing Services, Centro de Idiomas Berlitz Mérida, Calle 31 Circuito Colonias por 10 y 12 Colonia México, Tel: (999) 927-2922/59. Harmon Hall Calle 6 # 419-B X 17 A Colonia Díaz Ordaz merida.fiesta@harmonhall.com Tel: (999) 9-26-39-98.
- TOEFL ITP/PFT/CBT/IBT Information: Instituto Benjamin Franklin de Yucatan, Calle 57 No. 474-A entre 52 y 54 Tel: (999) 928-0097
- The scores for Level III (fluent) are : (TOEFL iBT 76+ or TOEFL ITP/PBT 540+ or TOEIC PBT 650+)
2. Application for U.S. Federal Employment (SF-171 or OF-612); or
3. A current resume or curriculum vitae that provides the same information as an OF-612; plus
4. Candidates who claim U.S. Veterans Preference must provide a copy of their Form DD-214 with their application.
5. Copy of current driver's license.
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Consulate Merida
Calle 60 No.338-K por 29 y 31
Col. Alcalá Martín
97050 Merida, Yucatan. Mexico.
FAX: (999) 942-5777

Please check the U.S. Embassy web site for future vacancy announcements: www.usembassy-mexico.gov

DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - o US Citizen;
 - o Spouse or child who is at least age 18;
 - o Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - o Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - o Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. **ALL CANDIDATES FOR EMPLOYMENT MUST PASS A BACKGROUND CHECK OR SECURITY INVESTIGATION. THE SECURITY PROCESS MAY TAKE UP TO THREE (3) MONTHS TO COMPLETE AND THE APPLICANT CANNOT BEGIN WORK UNTIL THE CLEARANCE PROCESS IS COMPLETE.**
7. **LOCALLY RESIDING US CITIZENS WHO ARE NOT EFM'S MUST HAVE RESIDED IN THE UNITED STATES OR HAVE BEEN ASSOCIATED WITH A US EMBASSY/CONSULATE OR US COMPANY IN A FOREIGN COUNTRY FOR THREE OUT OF THE LAST FIVE YEARS PRIOR TO APPLYING FOR THE POSITION.**

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLOSING DATE: FEBRUARY 9, 2009.

drafter: JPadilla
cleared: DBouman